



DEPARTMENT OF THE ARMY and AIR FORCE

Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-AG (690-900d)

31 March 2008

MEMORANDUM FOR MATES EMPLOYEES

SUBJECT: (KYNG Log Number P08-023) Inclement Weather Policy

1. This policy will supersede all previous guidance pertaining to inclement weather for MATES employees.
2. With the safety and welfare of our employees as concerns, employees will determine for themselves their ability to get to their place of work. Employees should consider their vehicle condition, their ability to drive, local road conditions and distance before attempting to report for work. Other considerations may include school closings and childcare requirements. Employees have the responsibility to notify their supervisors of their tardiness or request for leave.
3. Most activities at Fort Knox must continue regardless of weather conditions; therefore, will be considered "open" at all times for essential operations. All personnel are expected to make every reasonable effort to report for duty. It is recognized that roads in some areas may not be passable for certain periods which may prevent personnel from reporting for duty as scheduled; therefore the following authorities and procedures are established for excusing nonessential civilian and military personnel. Supervisors will determine and inform employees who occupy mission essential positions for this purpose.
4. Supervisors may excuse personnel without charge to leave or loss of pay for tardiness of 59 minutes or less. Tardiness in excess of 59 minutes will be charged to annual leave or some other form of leave. Employees who do not report for duty may not be excused for any part of the absence. Supervisors should be liberal in granting annual leave to employees who feel insecure in driving during inclement weather conditions.
5. Inclement weather may cause many adjustments to arrival/dismissal times. In such circumstances the following policy will apply:
 - a. MATES employees will operate under the guidance of the Post Commanding General at Fort Knox during inclement weather and will be informed of the Post Commanding General guidance by communication from the local area media.

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b. Should the Post Commander implement inclement weather procedures dual status technicians may be granted administrative leave. Notification to release personnel early constitutes authority to excuse civilian and military personnel without charge to leave per the staggered time schedule below, provided such release does not conflict with essential mission requirements:

1) Personnel residing 30 miles from Fort Knox or beyond (including Louisville and suburbs) will be released H-hour. ("H-hour" will be the time for the first release. If specified, all personnel will be released at H-hour.)

2) Personnel residing 20-29 miles from Fort Knox (including Elizabethtown) will be released at H+30 minutes.)

3) Personnel residing 10-19 miles from Fort Knox (including Vine Grove) will be released H+1 hour.)

4) Personnel residing less than 10 miles from Fort Knox (including Radcliff, Muldraugh and on-post) will be released at H+1-1/2 hours.

6. The Post Commander will determine when inclement or hazardous road conditions are such as to warrant announcement of special reporting instructions or administrative leave beyond that authorized in item 5b above. Decision to authorize excused absences will be announced through official installation publications; i.e. telephone warning systems, radio or local television media. Administrative leave will not exceed two workdays for any single period and anything beyond will be charged to annual leave, compensatory leave or leave without pay (at employees request).

7. The established MATES Emergency Response Team (ERT), made up of eight (8) employees, will be responsible for reporting to the maintenance facility to coordinate any immediate support requirements for state active duty missions. All ERT members must live in close proximity of Fort Knox.

8. When severe weather does not precipitate administrative closing, employees may at their discretion use any form of leave (i.e. annual, compensatory, or leave without pay) when they:

- 1) are prevented from arriving at work on time.
- 2) need to leave work early to avoid hazardous conditions.
- 3) could not return home if they reported to work.

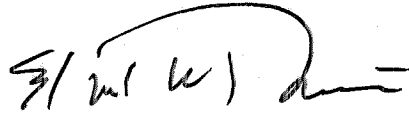
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9. When inclement weather does not precipitate administrative closing MATES supervisors will work closely with their employees to allow them to make up time missed if the employee so desires. The supervisor will re-schedule the amount of time missed and will grant compensatory time for the period of absence. This should be accomplished during the same pay period if possible.

10. Those individuals who are Active Guard and Reserve (AGR) and Active Duty Operational Support (ADOS) on a work delay would receive a pass for the portion of the regularly scheduled workday that was delayed. Those individuals who do not report will take leave for that regularly scheduled workday. If there is an early release by The Adjutant General a pass would be given for the remainder of the regularly scheduled workday.

11. Questions concerning this action may be addressed to MAJ Anthony Adams at (502) 607-1422 commercial or 667-1422 (DSN) or Mrs. Pam Cox at (502) 607-1761 or 667-1761 (DSN).

A handwritten signature in black ink, appearing to read 'E. W. Tonini', with a large, sweeping flourish over the last name.

EDWARD W. TONINI
Major General, KYNG
The Adjutant General